

Title 11–Department of Public Safety
Division 30 Office of the Director
Chapter 16 Victims of Crime Act Grants

11 CSR30-16.010 **Eligibility Criteria and Application Procedures for VOCA Grants Program**

PURPOSE: This rule establishes the allowable programs and services to be funded with federal Victims of Crime Act funds in Missouri. It also establishes the application and appeals procedures to be used.

Publisher' Note to be added by Missouri Secretary of State

- (1) The state Victims of Crime Act victim assistance grant program is administered by the Crime Victims Services Unit of the Missouri Department of Public Safety.
- (2) The Crime Victims Services Unit of the Missouri Department of Public Safety, as the State Administering Agency, shall follow the rules for the administration of the Victims of Crime Act crime victim assistance grant program as shown in the U.S. Department of Justice final rule 28 CFR Part 94, RIN 1121-AA69 for the Victims of Crime Act Victim Assistance Program, Office for Victims of Crime, effective August 8, 2016 as published in the Federal Register, Vol. 81, No. 131, Friday, July 8, 2016, Rules and Regulations, found at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>, herein incorporated by reference and made a part of this rule. This rule does not incorporate any subsequent amendments or additions.
- (3) The standards used to implement the state Victims of Crime Act victim assistance grant program for the financial support of services to crime victims by eligible crime victim assistance programs as funded by the federal Victims of Crime Act, a formula grant program authorized by Section 1404 of the Victims of Crime Act of 1984, Public Law 98-473, codified at 42 U.S.C. 10603, shall be those shown in the U.S. Department of Justice final rule 28 CFR Part 94, RIN 1121-AA69 for the Victims of Crime Act Victim Assistance Program, Office for Victims of Crime, effective August 8, 2016 as published in the Federal Register, Vol. 81, No. 131, Friday, July 8, 2016, Rules and Regulations, found at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>, herein incorporated by reference and made a part of this rule. This rule does not incorporate any subsequent amendments or additions.
- (4) The standards for eligibility of crime victim assistance programs to receive state Victims of Crime Act victim services grants shall be those shown in the U.S. Department of Justice final rule 28 CFR Part 94, RIN 1121-AA69 for the Victims of Crime Act Victim Assistance Program, Office for Victims of Crime, effective August 8, 2016 as published in the Federal Register, Vol. 81, No. 131, Friday, July 8, 2016, Rules and Regulations, found at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>, herein incorporated by reference and made a part of this rule. This rule does not incorporate any subsequent amendments or additions.

- (5) The standards for eligible crime victims services shall be those shown in the U.S. Department of Justice final rule 28 CFR Part 94, RIN 1121-AA69 for the Victims of Crime Act Victim Assistance Program, Office for Victims of Crime, effective August 8, 2016 as published in the Federal Register, Vol. 81, No. 131, Friday, July 8, 2016, Rules and Regulations, found at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>, herein incorporated by reference and made a part of this rule. This rule does not incorporate any subsequent amendments or additions.
- (6) The standards used for the definitions of the eligible crime victims services through the state Victims of Crime Act victim assistance grant program for the financial support of services to crime victims by eligible crime victim assistance programs as funded by the federal Victims of Crime Act, a formula grant program authorized by Section 1404 of the Victims of Crime Act of 1984, Public Law 98-473, codified at 42 U.S.C. 10603, shall be those shown in Section 94.102 Definitions of the U.S. Department of Justice final rule 28 CFR Part 94, RIN 1121-AA69 for the Victims of Crime Act Victim Assistance Program, Office for Victims of Crime, effective August 8, 2016 as published in the Federal Register, Vol. 81, No. 131, Friday, July 8, 2016, Rules and Regulations, found at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>, herein incorporated by reference and made a part of this rule. This rule does not incorporate any subsequent amendments or additions.
- (7) The standards used for the administration of the eligible crime victims services through the state Victims of Crime Act victim assistance grant program for the financial support of services to crime victims by eligible crime victim assistance programs as funded by the federal Victims of Crime Act, a formula grant program authorized by Section 1404 of the Victims of Crime Act of 1984, Public Law 98-473, codified at 42 U.S.C. 10603, shall be those shown in the U.S. Department of Justice final rule 28 CFR Part 94, RIN 1121-AA69 for the Victims of Crime Act Victim Assistance Program, Office for Victims of Crime, effective August 8, 2016 as published in the Federal Register, Vol. 81, No. 131, Friday, July 8, 2016, Rules and Regulations, found at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>, herein incorporated by reference and made a part of this rule, with the following additions:
- (A) Funds use. Non-governmental agencies may apply for and use VOCA funds to replace prior funding sources if—
1. The Applicant documents the loss of the prior funding caused by circumstances beyond the control of the applicant; or
 2. The Applicant demonstrates that the prior funds proposed to be replaced will be used for another purpose that will directly sustain, expand or enhance the applicant’s ability to provide eligible victim services.
- (B) The Crime Victims Services Unit (hereinafter “the unit”) of the Missouri Department of Public Safety (hereinafter “the department”) shall adopt an application form to be used by all applicant programs requesting state Victims of

Crime Act victim assistance grant program funds (hereinafter “VOCA grant”(s)). Any application form so adopted shall meet the following requirements:

1. Applications for funding–
 - A. The VOCA grant solicitation and application shall be approved by the director of the Missouri Department of Public Safety;
 - B. The VOCA grant solicitation and application shall be publically available, prior to the department’s identified application submission period during which applications are requested to be made, on the Missouri Department of Public Safety website found at <http://dps.mo.gov>. The unit shall send, by U.S. mail or electronic communications, a Notice of Funding Availability to all current recipients of victim services grant funds administered by the department detailing the application submission period and how prospective applicants may obtain a funding application form;
 - C. The adopted VOCA grant solicitation and application shall include the date after which submitted applications shall no longer be considered for funding;
 - D. The adopted VOCA grant solicitation and application shall provide all information necessary to provide applicants with information on: applicant program and/or agency eligibility; crime victim services eligible for funding; the information required for each section of the application submitted for funding; the objective scoring matrix for each section of the application submitted for funding; the deadline for submission of applications; the process by which applications will be reviewed and scored for funding awards; and the grant application review process by which the department shall evaluate applications based on the requirements and criteria herein incorporated by reference and made a part of this rule;
 - E. The adopted VOCA Grant Solicitation and Application shall provide reference to the Department’s Financial and Administrative Guidelines and Travel Policies to assist sub-recipients with administration of sub-awards.
 - F. The adopted VOCA grant solicitation and application shall provide information on the unit’s requirements for applicants to adhere to standards of best practices for the provision of eligible crime victimsservices by all applicant programs and/or agencies seeking funding. Such information shall include the electronic address by which applicants can obtain the written materials containing the unit’s approved standards for crime victim services and programs;

- G. The adopted VOCA grant application shall provide information on an applicant's right to appeal the department's denial of funding, in whole or in part, in accord with the appeals process delineated in these rules;
- H. All applications for funding shall be submitted via the department's electronic grant management system. The applicant shall submit all data as requested and required within the application; and
- I. No VOCA grant application submitted after the deadline will be considered for funding. If technical issues with the department's electronic grant management system preclude the submission of an application by the deadline, the applicant must contact the unit staff as instructed in the grant solicitation.

(2) Evaluation of applications for funding—

- (A) The department shall publically solicit members and assemble a grant review committee comprised of internal department staff and external members who have experience and expertise in the provision of services to crime victims;
- (B) The department shall publically post the names of internal department staff selected to participate on the grant review committee but shall ensure that subsequent application scoring and evaluation comments by committee members are provided in an aggregate written record that does not identify comments as made by individual committee members;
- (C) The department shall provide the grant review committee members with an overview training on the requirements of grant reviews, including written materials detailing: the eligible crime victims' services programs and services; the process by which applications are to be reviewed, scored and evaluated as stated in the application; and the standards for best practices for the provision of eligible crime victims' services;
- (D) After providing training and instruction to the grant review committee members, the department shall assign committee members to grant application review teams comprised of one internal reviewer and one external reviewer;
- (E) The department shall provide both internal and external grant review committee members with full copies of all sections of applications for which grant reviews and evaluations are to be conducted and which were submitted by the required submission deadline for funding;
- (F) When needed to complete grant reviews and evaluations, applicants may be required to submit additional materials to correct minor errors which

are matters of form rather than substance or insignificant mistakes correctable without unfair advantage to the applicant;

- (G) Upon completion of assigned grant reviews, grant review teams shall present their written scoring and evaluation comments to the grant review committee as a whole for acceptance, revisions and/or final award decisions. Such review by the grant review committee as a whole shall include any additional written information related to the department's determination of good standing of a previously or currently funded applicant as contained in the applicant's record of services maintained by the department;
- (H) The department may approve or disapprove any applications submitted and/or recommended by the unit at its discretion, and all decisions of the department regarding the denial or award of a grant application, in whole or in part, of an application shall be final, subject to reconsideration through the appeal process as provided in these rules;
- (I) All applicants shall be notified of the department's decision regarding funding applications through the department's electronic grant management system. Successful applicants will receive such written award notification from the department that shall include the certified assurances, terms, and conditions upon which the funds are awarded and that shall contain the grant review scores and evaluation comments; and
- (J) Grants awarded as a result of a competitive solicitation may be amended when such an amendment is in the best interest of the department and does not significantly alter the original intent or scope of the grants.

(3) The Department of Public Safety may implement such policies as, within its discretion, are necessary to implement the administration of these rules.

AUTHORITY: section 650.310.4, RSMo 2016. Original Rule filed December 20,2016.

PUBLIC COST: The proposed rule will not cost state agencies or political subdivisions more than five-hundred dollars(\$500.00) in the aggregate.

PRIVATE COST: The proposed rule will not cost private entities more than five-hundred dollars(\$500.00) in the aggregate.

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rule with the Missouri Department of Public Safety, P.O.Box 749, Jefferson City, MO 65102. To be considered, comments must be received within thirty(30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*